User's Guide

for Windows

USING ENVOY

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Welcome

Welcome to Internet Publisher. This easy-to-use software tool for WordPerfect 6.1 for Windows allows you to create HyperText Markup Language (HTML) documents for publishing on the World Wide Web (WWW). You can also use the included Netscape Navigator browser for viewing pages (or documents) on the WWW.

The Internet Publisher also comes with an integrated Envoy document viewer. This viewer allows you to read any Envoy document on the WWW in its native format (.EVY).

IMPORTANT: To use the Netscape Navigator browser, at a minimum your computer must have LAN WorkPlace 4.2 or some other TCP/IP stack and a WINSOCK.DLL installed and functioning properly on your computer. Please see *Recommended Internet Requirements* in the README.TXT file.

Creating a New HTML Document: The Basics

Nearly every page you read on the WWW has at least four basic HTML components: headings, paragraphs, lists, and an address at the end that contains the author's name or company name and their Internet address.

This section shows you how to create your own HTML document using Internet Publisher and these four basic components. Once you are comfortable with the basics, you can further increase the versatility of your document by using some of the more advanced HTML features found under *Advanced Internet Publisher Tasks* and *Creating Hyperlinks*.

A collection of sample HTML documents is located in the \WPIP\SAMPLES directory. These files illustrate some of the capabilities of Internet Publisher. They can be modified and used as examples for creating your own HTML documents, or they can be exported so you can see how the various styles used in the documents appear in Netscape. You can view or use any of the files with .WPD extensions by opening them in WordPerfect.

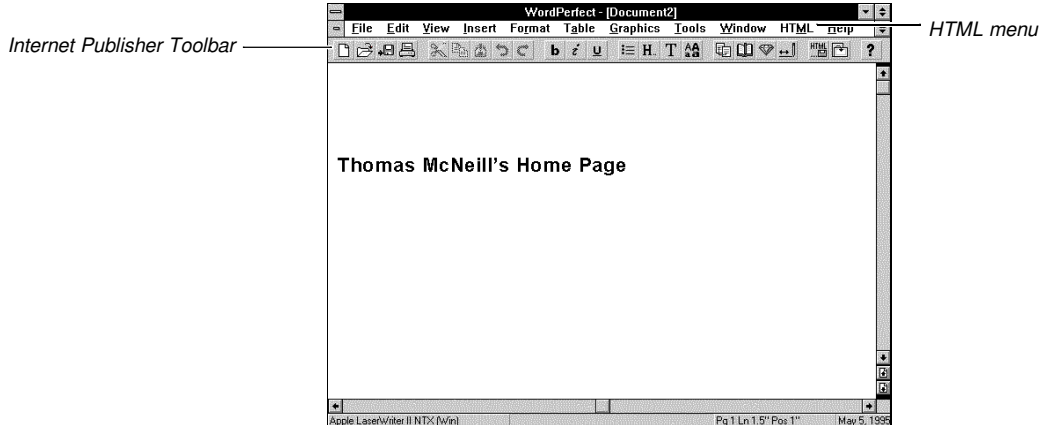### Selecting the Internet Publisher Template

When you begin a new HTML document in WordPerfect, you must first select the Internet Publisher template. This template, like many of the templates already included with WordPerfect, includes a predefined Toolbar which contains the options you will be using to create your document (you can also use the HTML menu on the menu bar to select the same options that are found on the Toolbar). For more information about templates, see *New* in the *WordPerfect 6.1 for Windows User's Guide*.

To select the Internet Publisher template,

1 In WordPerfect 6.1 for Windows, choose **New** from the **File** menu.

2 Highlight **HTML Document** in the Select Template text box, then choose **Select**.

The default Internet Publisher Toolbar is displayed along with the HTML menu to the left of Help on the menu bar. Any option found on the Toolbar or the HTML menu can be used to create your HTML document.

Internet Publisher Toolbar ———

HTML menu

WordPerfect - [Document2]

File   Edit   View   Insert   Format   Table   Graphics   Tools   Window   HTML   Help

Thomas McNeill's Home Page

Apple LaserWriter II NTX (Win)   Pg 1 Ln 1.5" Pos 1"   May 5, 1996

3   In the Document Title text box, type a short, descriptive name, then choose **OK**.

This name will appear as the main heading of your HTML document, and will also appear in the title bar of the browser when you export to HTML. To change the name, see *Changing a Document Title* below. To change the name so that it appears in the title bar area of the browser *only*, see *Separating the Title from the Document Heading* later in this section.

Where do you go now? You can add headings, paragraphs, lists, or an address to your document by completing any of the remaining tasks below.

Changing a Document Title

You can change the title that appears in your document and the title bar area of the browser.

1   Triple-click anywhere on the title to select the entire title text.

or

Place the insertion point in the title where you want to insert new text.

or

Select the text you want to change.

2   Type the text you want.

You can also use these same steps to change any heading level in your document.

Separating the Title from the Document Heading

When you start a new HTML document, you are prompted for a document title. This title appears as a heading at the beginning of your document, and also appears in the title bar area of a browser. There may be times, however, when you want a graphics image to serve as your document heading, not a title composed of text. In such cases, you can use the "title only" style. This style allows you to convert the existing title of your document so that it appears in the title bar area of the browser only.

1   Place the insertion point anywhere within the existing title.

2   Click **H** on the Toolbar.

3   Select **Title Only (TITLE)**, then choose **OK**.

The title will appear dimmed, indicating that the "title only" style is in effect.

Creating a Document Heading

Headings in an HTML document assist a reader in quickly finding the information they want. You can choose from six different styles of levels or headings. These headings are defined as H1 through H6. The H1 style is usually reserved for the document title which you used when you started this new HTML document. The H2 style is used for major sections in your document and the H3 style is used for minor sections. Each subsequent style, H4 through H6, functions as a sub-level heading to the previous level.

To create a document heading,

1 On a new line in your document, click **H** on the Toolbar. (You may need to press **Enter** to insert a hard return and start a new line.)
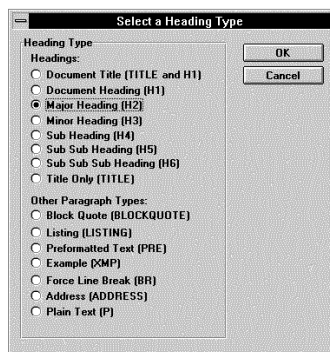
2 Select the heading type you want, then choose **OK**.

Heading Type	Style Name	Tag
Document Title	doc title	<TITLE> and <H1>
Document Heading	doc head	<H1>
Major Heading	major head	<H2>
Minor Heading	minor head	<H3>
Sub Heading	sub head	<H4>
Sub Sub Heading	sub sub head	<H5>
Sub Sub Sub Heading	sub sub sub	<H6>
Title Only	title only	<TITLE>

3 Type the text of the heading, then press **Enter** to end the style and insert a hard return. (The hard return will appear as a double-space in your working document and your exported HTML document.)

HINT: You can also select existing text, then choose the style name you want from the Styles drop-down list on the Power Bar.

If you would like to preview your document in the Netscape Navigator browser at this point, see *The Mechanics of an HTML Document* later in this document.

Creating Paragraphs

1 On a new line in your document, type your text as you normally would (you may need to press **Enter** to insert a hard return and start a new line).

2 When you are finished typing the paragraph, press **Enter** to insert a hard return and begin a new paragraph.

IMPORTANT: If you have manually-inserted indents or tabs in your working document, they will not be exported to HTML or seen in your reader's browser. If you would like to use indents or tabs that are visible in Netscape and other browsers, you should use the Preformatted Text paragraph type. For more information about using this and other paragraph types, see *Adding Paragraph Types* in *Advanced Internet Publisher Tasks*.

If you would like to preview your document in the Netscape Navigator browser at this point, see *The Mechanics of an HTML Document* later in this document.

Creating a List

There are five varieties of lists you can create: bullet (unordered), numbered (ordered), descriptive, menu, and directory lists.

You can use bullet lists to identify items that are not in any particular order of importance and numbered lists to identify a sequence of steps.

Descriptive lists are typically used for glossary or bibliography entries. Instead of bullets or numbers to mark the entries, a descriptive list is marked with indents. For example, a glossary entry would include a word title on one line and a hanging indented paragraph (the actual description) on the next line.

Menu lists and directory lists are similar to descriptive lists, but they use bullets instead of indents to mark entries. A menu list, directory list, and bullet list differ in name only. Either can be used if all you want is an unordered list of items.

To create a list,

1 On a new line in your document, click ▤ on the Toolbar.
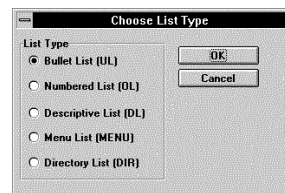
2 Select the list type you want, then choose **OK**.

3 Type the text for the first-level item.

4 To insert another first-level item, press **Enter**, then type text.

You can change the level of a current item by pressing **Tab** to move down a level, or by pressing **Shift+Tab** to move up a level.

5 When you are finished, insert a hard return, then click ⊤ on the Toolbar to end the list.

If you would like to preview your document in the Netscape Navigator browser as this point, see *The Mechanics of an HTML Document* later in this document.

Creating a Document Address

An address at the end of your document is an important part of any HTML document. It serves as a statement of authorship and also provides a reader with the information necessary to send you questions or comments about your document.

To create a document address,

1 On a new line in your document, click **H.** on the Toolbar, select **Address** under Other Paragraph Types, then choose **OK**.

or

On a new line in your document, select **address** from the Styles drop-down list on the Power Bar.

Styles drop-down list on the Power Bar
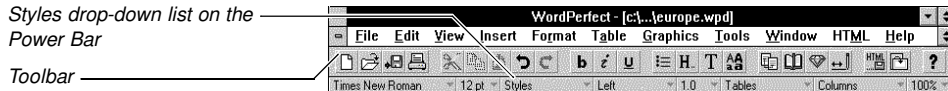
Toolbar

2 Type the address information you want. For example, you could include your name, e-mail address, street address, company name, phone number, and so forth.

3 To end the address, press **Enter**, then click **T** on the Toolbar.

If you would like to preview your document in the Netscape Navigator browser at this point, see *The Mechanics of an HTML Document* below.

The Mechanics of an HTML Document

As you create your HTML document in WordPerfect, you can periodically export it to HTML format to see how it looks in Netscape.

However, before you export for the first time, you must save your document in WordPerfect format (see *Saving Your Working Document* below). This file becomes your *working document*—the one you make all your changes to and the one you will save on a regular basis, just like any other WordPerfect document.

When you export, Internet Publisher will automatically create and save an HTML version of your working document. This is the version you will view in Netscape and the version your readers will see when you actually publish it on the WWW.

Saving Your Working Document

Before you can export your working document to HTML format for the first time, you must save it in WordPerfect format.

1 Choose **Save** from the **File** menu.

2 Specify a path and filename for your working document in the Filename text box. If you decide to add an extension to the filename, do not use .HTM! This file extension is used for your exported HTML document.

3 Choose **OK**.

Be sure you save your working document on a regular basis.

Exporting Your Working Document to HTML Format

Once your working document is saved in WordPerfect format, you can convert the file to HTML format and see how it appears in Netscape; you do not need to wait until you are finished creating the document before you can export it.

IMPORTANT: To use the Netscape Navigator browser, at a minimum your computer must have LAN WorkPlace 4.2 or some other TCP/IP stack and a WINSOCK.DLL installed and functioning properly on your computer. Please see *Recommended Internet Requirements* in the README.TXT file.

1 Click ![HTML icon] on the Toolbar.

2 If you have exported your working document before, choose **Yes** to replace the existing HTML file.

Internet Publisher converts the styles you used in your working document to their equivalent HTML tags. The exported document is automatically saved with the same path and filename of the WordPerfect version, along with a .HTM filename extension. Netscape is then opened and your document is displayed.

3 Close Netscape to return to your working document.

or

Switch back to your working document by holding down the Alt key, then pressing the Tab key until the name of your working document appears in the box, then releasing both keys.

If you want to specify a path or filename that is different from the one Internet Publisher specifies, you can do so by changing the export file path using HTML Preferences. See *Changing the Export File Path* later in this section.

Exporting Your Working Document Without Previewing it in Netscape

You can set up Internet Publisher so that when you export your working document to HTML format, you do not preview it in Netscape.

1 In the Windows Program Manager, choose **Run** from the **File** menu.

2 Type the path to your WPIP.INI file in the Command Line text box, then choose **OK**. For example, if you did a standard installation of Internet Publisher, the directory path should be \OFFICE\WPIP\WPIP.INI.

or

Choose **Browse**, select the WPIP.INI file using the directory, drive, or file lists, then choose **OK** twice.

3 Under Main, locate the line that begins with "Preview."

4 Select the entire text that appears *after* the equals sign (=).
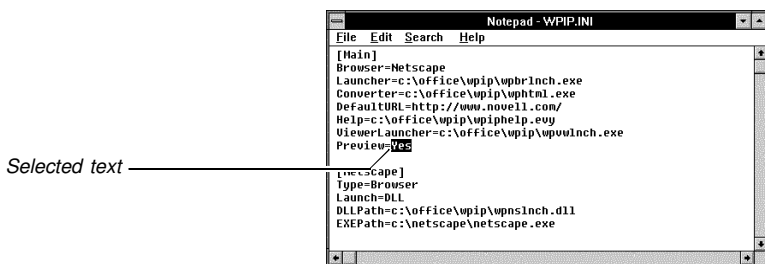
Selected text

5 Type **No** in place of the selected text.

6 Choose **Exit** from the **File** menu, then choose **Yes** to save the change.

To always preview your document in Netscape each time you export, repeat the steps above but change "No" back to "Yes" in step 5.

Changing the Export File Path

Sometimes you may want to specify an export path and filename that is different from the one Internet Publisher specifies. In such cases, you can use the HTML Preferences button on the Toolbar to change the default.

1 Click ![icon] on the Toolbar.

2 Type a new path and/or filename for your exported document in the Export Filename text box. Make sure you add the HTML file extension (.HTM) to the filename.

3 Choose **OK**.

The next time you export, the HTML document will be saved in the new location you specified.

> **Restoring the Default Export File Path** •
> To restore the option of having Internet Publisher specify the default export filename and path,
>
> **1** Choose **HTML Preferences** from the **HTML** menu.
>
> **2** Make sure the Export Filename text box is empty, then choose **OK**.

Viewing a Document in Netscape

Viewing the HTML Tags in Your Document

You can use the Netscape Navigator browser to view the actual HTML tags or "markup" assigned to the various parts of your document.

1 In WordPerfect, export your working document. For more information, see *Exporting Your Working Document to HTML Format* earlier in this document.

2 In Netscape, choose **Source** from the **View** menu.

HTML tag ————
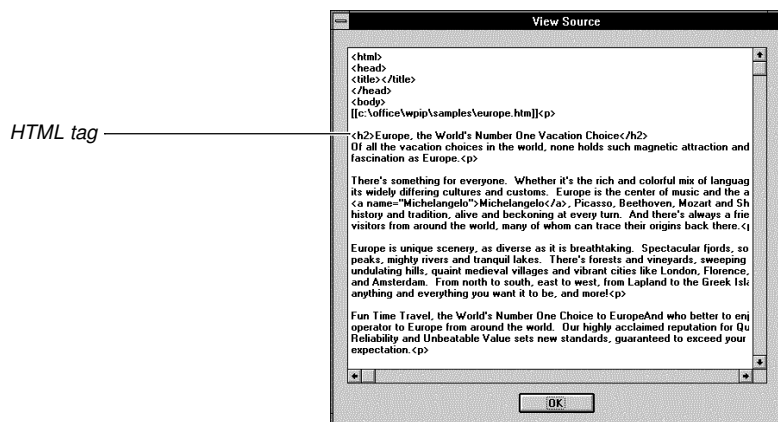
Source view in Netscape

The source view is for read-only purposes. If you would like to edit text you should do so in your working document in WordPerfect.

3 Choose **OK** to exit the View Source dialog box.

Viewing an Envoy Document

The Envoy Distributable Viewer that comes with Internet Publisher allows you to see the contents of an Envoy document (.EVY) that is on the WWW. You do not need the original Envoy application that created the document to view it. This means you can view not only a document with its original formatting intact, you can also highlight portions of it, attach electronic "sticky notes" to it with your comments, and cut and paste sections to the clipboard (or another application). You can also create hyperlinks from your own document to an Envoy document on the WWW (see *Linking to Other Pages on the Internet* under *Creating Hyperlinks* later in this document).

When an Envoy document is displayed using Netscape or another browser, you can access the online Help for further information about using the viewer.

While the Envoy Distributable Viewer allows you to *view* Envoy documents on the WWW, you must own an actual copy of the Envoy software if you want to *create* (or publish) your own Envoy documents for the WWW. To learn more about Envoy, point your browser to **http://wp.novell.com/npiwp/envoy/envoytoc.htm**. Or, to order your own copy of Envoy, contact your local Novell reseller, or call 1-800-861-2551 within the U.S. and Canada.

Editing an Existing Working Document

1 In WordPerfect, choose **Open** from the **File** menu.

2 In the Filename text box, type the path and filename of your working document, or select the document using the drive, directory, file, or history lists, then choose **OK**.

IMPORTANT: Be sure you open the WordPerfect version of your working document. This is the version you will make changes to. Do not open or make changes to the exported HTML version (.HTM).

If you accidentally open the HTML version, close the file without saving it and open the correct version. The next time you export, choose **Yes** to update any changes you made.

Editing an Existing HTML Document

If you are familiar with HTML tags, you can edit an HTML document directly in WordPerfect, even if it was not created using the Internet Publisher template.

1 In WordPerfect, choose **Open** from the **File** menu.

2 In the Filename text box, type the path and filename of the HTML document (.HTM); or, select the document using the drive, directory, file, or history lists, then choose **OK**.

3 If the Convert File Format dialog box is displayed, select **ASCII (DOS) Text** from the Convert File Format From list box, then choose **OK**. Otherwise, go to step 4 below.

4 Make the changes you want by editing the text and tags directly in the document.

5 When you are finished, choose **Save** from the **File** menu.

6 Select **ASCII (DOS) Text** from the Format group box, then choose **OK**.

You can also consider using WordPerfect 6.1 for Windows/SGML Edition. This software is capable of importing HTML tags produced by another application. To learn more about WordPerfect 6.1 for Windows/SGML Edition, point your browser to **http://wp.novell.com/npiwp/elecpub/sgmlweb.htm**.

Importing an Existing WordPerfect Document into HTML Format

You can convert a WordPerfect document that was not created using the Internet Publisher template, into HTML format. However, be aware that all formatting associated with the text is removed.

1 Start a new HTML document. See **Selecting the Internet Publisher Template** earlier in this document.

2 In a second document window, open the WordPerfect file that you want to convert to HTML.

3 Choose **Select** from the **Edit** menu, then choose **All**.

4 Choose **Cut** or **Copy** from the **Edit** menu.

5 Switch to your new HTML document window and place the insertion point where you want to paste the copied text.

6 Choose **Paste Special** from the **Edit** menu.

7 Make sure **Paste** is selected, then choose **Unformatted Text** in the list box.

8 Choose **OK**.

You can now select text and apply the styles you want from the default Internet Publisher Toolbar.

Advanced Internet Publisher Tasks

This section shows you how to accomplish advanced tasks associated with creating HTML documents.

See *Creating an HTML Document: The Basics* for information about common tasks associated with creating HTML documents.

A collection of sample HTML documents is located in the \WPIP\SAMPLES directory. These files illustrate some of the capabilities of Internet Publisher. You can modify and use them as examples for creating your own HTML documents, or you can export them to see how the various styles used in the documents appear in Netscape. Be sure you open only those files with a .WPD extension.

Adding Inline Graphics Images

Inline graphics are images that appear within the text of your page when it is viewed in Netscape or another browser. The most widely used graphics formats on the Internet include the Graphics Interchange Format (.GIF) and the Joint Photographic Experts Group (.JPG) format. Make sure your images are saved in either of these formats before you use them in your document. Internet Publisher does not convert graphics images to .GIF or .JPG format. Therefore, if you add an image that is in WordPerfect Graphics Format (.WPG), it will not be converted to .GIF or .JPG format when you export to HTML.

1   On a new line in your document, click ◈ on the Toolbar.

2   If your image is located in the same directory as your exported HTML document, just specify the filename in the URL of image text box.

    or

    If your image is not located in the same directory as your exported HTML document, specify the path and filename in the URL of image text box.
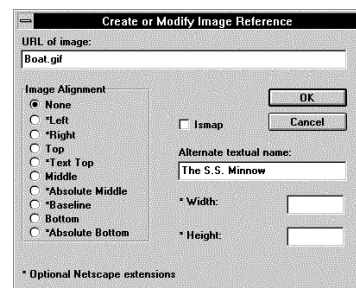
3   Select an image alignment option.

    For a description of each alignment type, in Netscape select **How to Create Web Services** from the **Help** menu located in the upper-right corner of the screen. Click on **Extensions to HTML** under **Authoring Documents**, then scroll down to the <IMG> list.

4   Type a brief description of the graphics image in the Alternate textual name text box. If your reader's browser is unable to display graphics images, this description will appear in place of the image.

The **Ismap** option should only be selected when you want to identify an image as an image map. An image map is a single graphics image that contains two or more different jumps or links. Selecting this option also requires software development on the HTTP Web server you are using. Please refer to your server documentation for more information.

5 If you want, specify the width and height (in pixels) of the graphics image in the Width and Height text boxes.

This option is useful if you want to speed the display of the page in the browser. When the height and width are specified, the reader's browser does not need to wait for the graphics image to be loaded and its size to be calculated.

6 Choose **OK**.

Unlike the usual method of adding graphics, an inline image is not physically added to your working document. Instead, a generic "placeholder" graphic is inserted. When you export to HTML, the placeholder references the image in the directory you specified in step 2 above and loads it for display in the browser.

If you want to change the attributes of the image, click once on the placeholder graphic to select it, then choose **Graphic** from the **HTML** menu.

Adding Inline Graphics Images from a Sub-directory

You can create sub-directories for graphics images that are related to your document. For example, if your exported HTML document were located in a directory called **C:\HTML**, you could create a sub-directory called **C:\HTML\IMAGES** for all your graphics images. By maintaining them in an easy-to-find location you will find that you can better manage your working document.

1 In WordPerfect or File Manager, create a sub-directory in the same location where your exported HTML document is located.

2 Click on the Toolbar.

3 In the URL text box, specify the sub-directory name and the graphics image filename. For example, if you had an image titled BOAT.GIF, the path might be **IMAGES/BOAT.GIF**.

4 Follow steps 3-6 in *Adding Inline Graphics Images* earlier.

Adding a Horizontal Graphics Line

You can use horizontal graphics lines to separate text or graphics images in your document.

1 On a new line in your document, click ↔ on the Toolbar.

Changing the length or thickness of graphics lines will affect their appearance in the working document *only*. When you export to HTML, the lines will all be rendered in the same default length and thickness.

Adding Paragraph Types

Besides creating paragraphs by simply typing text, you can also apply predefined paragraph styles. These styles give text a certain appearance in your reader's browser.

On a new line in your document,

1 Click **H** on the Toolbar, then go to step 2 below.

or

Select the style name of the paragraph type you want from the **Styles** drop-down list on the Power Bar, then go to step 4 below. A description of each paragraph type and its accompanying style name is listed below in *Available Paragraph Types*.

2 Select the paragraph type you want under Other Paragraph Types. A description of each paragraph type is listed below in *Available Paragraph Types*.
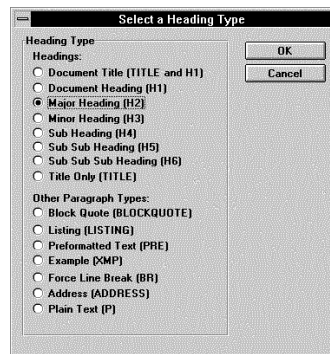
The abbreviations to the right of the types tell you what the actual HTML tag name is when you view your document source in Netscape (see *Viewing the HTML Tags in Your Document* earlier in this document).

3 Choose **OK**.

4 Type your text.

5 When you are finished typing the paragraph, press **Enter**, then click 🆃 on the Toolbar.

You can also select existing paragraph text in your working document and apply the paragraph type you want.

Available Paragraph Types

Paragraph Type	Style Name	Tag	Description
Block Quote	block quote	<BLOCKQUOTE>	Marks text as a left-indented paragraph. It is typically used when you are quoting text.
Listing	listing	<LISTING>	Marks text as computer program source code in your document. Usually displayed in a monospaced font such as Courier.
Preformatted Text	preformatted	<PRE>	Renders text exactly as you have typed it in your working document. This style gives you more control over the formatting of your text. For example, you can create tables by using the space bar to align columns of information. Text with this style applied is usually displayed in a monospaced font such as Courier and any soft or hard returns in your working document are converted to hard returns when you export to HTML.

Paragraph Type	Style Name	Tag	Description
Example	example HTML	<XMP>	Functions just like the Preformatted Text type. However, any HTML tags that you type within this style in your working document are not recognized as actual tags when you export to HTML.
Force Line Break	line break	 	Paragraphs in an HTML document are usually displayed with a blank line before and after them. You can, however, force a sentence or paragraph that immediately follows a line break style onto the next line, without the addition of a blank line. This is sometimes known as a simple line break and is commonly used within the Address style.
Address	address	<ADDRESS>	Marks text as an Internet address, street address, a list of authors, phone number, and so forth. Usually displayed in italics.
Plain		<P>	Text is plain, with no styles applied.

Adding Character Styles

You can use character styles to change the appearance of words or characters in your document. When you apply a character style to text you have the choice of using either a logical style or a physical style.

An applied logical character style gives text a special meaning for the way it is emphasized or highlighted in a browser. For example, certain logical styles can be used to mark text as a citation, as computer program code, or as a definition. It is then left up to your reader's browser to decide what kind of emphasis should be placed on the text based on the logical style you used and the recommendations of the HTML 2.0 specification (point your browser to **http://hopf.math.nwu.edu/html2.0/** for HTML 2.0 information).

An applied physical character style will attempt to render the text in a browser using the physical attribute you specify, such as Bold, Italics, or Monospaced. Beware, however, that using this type of style is entirely subject to the capabilities of your reader's browser. For example, a character-based browser may not be able to display certain physical styles in your document as you wanted them to appear (a bold style and an italics style may both appear underlined instead). For this reason, you should use an equivalent logical character style whenever possible, since these indicate how the text should be used or highlighted in your document, not how it should be displayed in a browser.

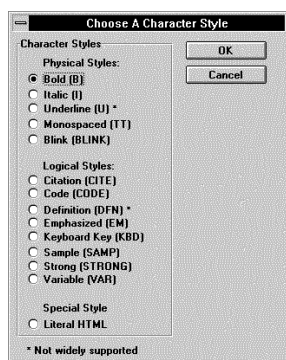1 Select the text that you want a character style applied to.

2 Click on the Toolbar, then go to step 3 below.

   or

   Select the style name of the character style you want from the **Styles** drop-down list on the Power Bar. You do not need to finish the remaining steps. A description of each

character style and its accompanying style name is listed below in *Available Character Styles*.

3 Select the physical style or logical style you want. A description of each style is listed below in *Available Character Styles*.

The abbreviations to the right of the styles tell you what the actual HTML tag name is when you view the source of your document in Netscape (see *Viewing the HTML Tags in Your Document* earlier in this document).

4 Choose **OK**.

IMPORTANT: To remove a character style from text, you must drag the character style code out of the Reveal Codes area.

Available Character Styles

Physical Style	Style Name	Tag	Description
Bold	WordPerfect bold attribute	<B>	Marks text that is bold. Depending on the capabilities of your reader's browser, bold text may appear underlined instead.
Italic	WordPerfect italic attribute	<I>	Marks text that is italicized. Depending on the capabilities of your reader's browser, italic text may appear underlined instead.
Underline	WordPerfect underline attribute	<U>	Marks text that is underlined. This attribute is not understood by most browsers.
Monospaced	monospaced	<TT>	Marks text that uses the same amount of horizontal space for each character (for example, an i takes up as much horizontal space as a w). Courier is an example of a monospaced font.
Blink	blink	<BLINK>	Marks text that flashes on and off.

Logical Style	Style Name	Tag	Description
Citation	citation	<CITE>	Marks text as a citation, acknowledgement, or a "footnote" in your document. Usually displayed in italics.
Code	code	<CODE>	Marks text as an example of typed computer code. Usually displayed in a monospaced font such as Courier.
Definition	definition	<DFN>	Marks text as a definition. Usually displayed in italics or bold italics. This style is not understood by most browsers.
Emphasized	emphasized	<EM>	Marks text as emphasized. Usually displayed in italics.
Keyboard Key	keyboard key	<KBD>	Marks text as keyboard input from the reader. For example, "Press Enter or Alt." Usually displayed in a monospaced font such as Courier.
Sample	sample	<SAMP>	Marks text as a sequence of literal characters, such as computer program code. Usually displayed in a monospaced font such as Courier.
Strong	strong	<STRONG>	Marks text with a strong emphasis. Usually displayed in bold.
Variable	variable	<VAR>	Marks text as a variable name. Usually displayed in italics or bold italics.

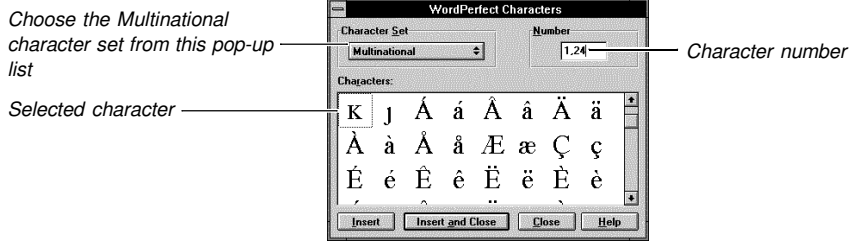| Special Style	Style Name	Tag	Description
Literal HTML	literal HTML	*None*	Lets you include HTML tags in your document that are exported and recognized in the browser. For more information on using Literal HTML, see *Adding HTML Tags Directly to a Working Document* later in this document.

Adding Characters and Symbols

In addition to using the characters and symbols on your keyboard, you can insert multinational characters and typographic symbols into your document.

1 Place the insertion point where you want the character to appear in your text, then choose **Character** from the **Insert** menu.

HINT: You can also open the WordPerfect Characters dialog box by pressing **Ctrl+W**.

Choose the Multinational character set from this pop-up list

Selected character

Character number

2 Choose **Multinational** or **Typographic Symbols** from the Character Set pop-up list.

In the Multinational character set, numbers 23 to 89 are supported by the Netscape browser (excluding character numbers 24, 25, 74, 78, and 79).

To see all the extended characters and symbols supported by the Netscape browser, see *Appendix A: Supported Characters and Symbols*.

3 Select the character you want.

4 Choose **Insert and Close**.

or

Choose **Insert**, then select another character.

You should be aware that certain characters and symbols may not be seen by your reader. This is because some browsers have only limited support for the display of multinational extended characters and typographic symbols.

Adding HTML Tags Directly to a Working Document

Normally, when you create your HTML document with Internet Publisher, you are simply adding styles from the Toolbar and typing your text. When you export your working document, these styles are converted to actual HTML *tags*. You can view these tags in Netscape (see *Viewing the HTML Tags in Your Document* earlier in this document) to see how they look.

Sometimes, however, there may be instances when you want to include HTML tags in your working document because they are not available on the Toolbar. In such cases, you can use the Literal HTML style to type the actual tag syntax into your document.

1 Place the insertion point where you want the start tag to appear, then click on the Toolbar.

2 Select **Literal HTML** under Special Style, then choose **OK**.

An HTML tag added directly to the working document

```
┌─────────────────────────────────────────────────┐
│ ▬                WordPerfect - [c:\...\europe.wpd]      ▼ ▲│
│ ▭  File  Edit  View  Insert  Format  Table  Graphics  Tools  Window  HTML  Help  ▲│
│ □ ▷ ▫◨⊟  ✕◨△  ⟲ ⊂  b i u  ≔ H. T ▵  ⊟◫▽◝  ▥◨  ?  │
│                                                          ▲│
│                                                          │
│ <Font Size=+4>E</Font Size>urope, the World's           │
│ Number One Vacation Choice                              │
│                                                          │
│ Of all the vacation choices in the world, none holds such magnetic attraction and compelling│
│ fascination as Europe.                                  │
│                                                          │
│ There's something for everyone.  Whether it's the rich and colorful mix of language and religion│
│ or its widely differing cultures and customs.  Europe is the center of music and the arts, birthplace│
│ of Michelangelo, Picasso, Beethoven, Mozart and Shakespeare.  It's a kaleidoscope of│
│ centuries-old history and tradition, alive and beckoning at every turn.  And there's always a│
│ friendly welcome to visitors from around the world, many of whom can trace their origins back│
│ there.                                                   │
│                                                          │
│ Europe is unique scenery, as diverse as it is breathtaking.  Spectacular fjords, soaring mountain ▲│
│ peaks, mighty rivers and tranquil lakes.  There are forests and vineyards, sweeping plains and ▣│
│ undulating hills, quaint medieval villages and vibrant cities like London, Paris, Rome and ▼│
│ ◀                                                      ▶  │
│ Apple LaserWriter II NTX (Win)              Pg 1 Ln 3.59" Pos 7.09"    May 5, 1995│
└─────────────────────────────────────────────────┘
```

3 Type the opening tag syntax, the body text, and the closing tag syntax. The double-underline attribute indicates that the Literal HTML style is being used.

If you want to use multinational or typographic characters within the Literal HTML style, you can either insert the desired character from the WordPerfect Characters dialog box, or you can type the character's *entity reference*. For a list of entity references, see *Appendix A: Supported Characters and Symbols*.

4 To end the style, press the right arrow (→) once.

Sometimes you may want to use HTML tags in your document to show a reader how they are typed, but you do not want them recognized as actual HTML tags when you exported your document. In such cases, just type the tag syntax as you would plain text (no styles applied).

Creating Hyperlinks

You can enhance the versatility of your HTML documents by using bookmarks and Uniform Resource Locators (URLs) to create anchors or "hyperlinks." Hyperlinks, when activated, move you to other information sources either in your current document or in other areas on the Internet.

For tips on using URLs, see *Appendix B: Publishing Your Document on the WWW*.

Linking to Other Pages on the Internet

You can create links in your document to virtually any other information area on the Internet (including Envoy [.EVY] documents) that has public access.

1 Select the text that marks the location you will jump *from* in your document to the target location of the document on the Internet.

2 Click ⊞ on the Toolbar.

3 Type the URL address of the Internet document in the Text of URL text box.

You can change the default URL that appears in the Text of URL text box by editing the WPIP.INI file in Windows Notepad. See *Changing the Default URL* later in this document.

4 Choose **OK**.

Linking to a Specific Location in Your Current Document

You can use the Bookmark feature in WordPerfect to mark a section in your document that a reader can jump to quickly. This is particularly helpful in long documents because it saves a reader from frequently scrolling to find the information they need.
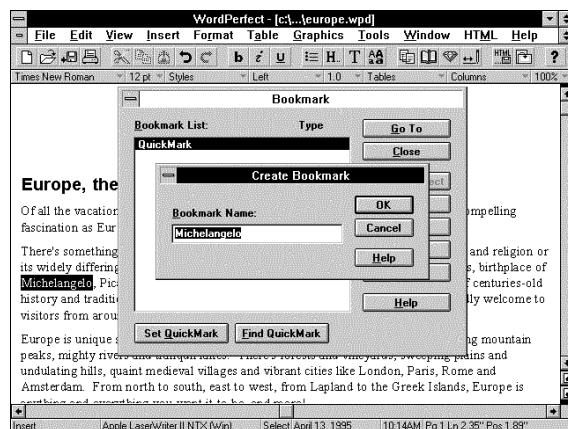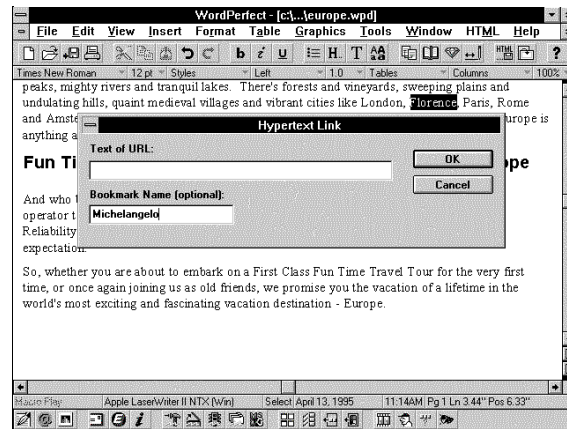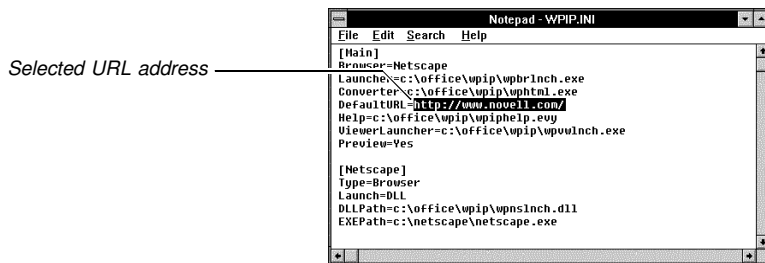
1 Move the insertion point to a place that marks the target location you will jump *to* in your document.

    or

    Select the text that marks the target location you will jump *to* in your document.

2 Click ▢▢ on the Toolbar, then choose **Create**.

The Bookmark Name text box contains a sample of the text that immediately follows the insertion point or the text that you have selected. The text may contain words that will help you identify the location of the bookmark. If not, you can specify another name for the bookmark.

3 Choose **OK**.

    or

    Type a name for the bookmark, then choose **OK**.

4 Move the insertion point to a place that marks the location you will jump *from* in your document to the target location.

    or

    Select the text that marks the location you will jump *from* in your document to the target location.

5 Click ⊞ on the Toolbar.

6 Make sure that the URL text box is empty, then type the name of the bookmark from step 2 above in the **Bookmark Name** text box.

7 Choose **OK**.

Editing a Hypertext Link
To edit the hypertext link from step 4 above,

1 Click inside the underlined word.

2 If you are prompted to save your document choose **Yes**, otherwise choose **OK**.

3 Choose **Hypertext Link** from the **HTML** menu.

Linking to a Specific Location in Another Document

You can add a bookmark in another HTML document you create, or in an existing Envoy document (.EVY), then build a link to it from your current working document.

1 Open a second working document in WordPerfect (see *Editing an Existing Working Document* earlier).

2 Move the insertion point to a place that marks the target location you will jump *to* in your document.

   or

   Select the text that marks the target location you will jump *to* from your current working document.

3 Click ⊞ on the Toolbar, then choose **Create**.

The Bookmark Name text box contains a sample of the text that immediately follows the insertion point or the text that you have selected. The text may contain words that will help you identify the location of the bookmark. If not, you can specify another name for the bookmark.

4 Choose **OK**.

   or

   Type a name for the bookmark, then choose **OK**.

5 In the current working document, move the insertion point to a place that marks the location you will jump *from* in your document to the target location.

   or

In the current working document, select the text that marks the location you will jump *from* to the target location.

6 Click ▦ on the Toolbar.

7 In the URL text box, type the path, filename, and extension of the second document (the extension can be .HTM for an HTML document or .EVY for an Envoy document), then type the name of the bookmark from step 2 above in the Bookmark Name (optional) text box.

You can change the default URL that appears in the Text of URL text box by editing the WPIP.INI file in Windows Notepad. See *Changing the Default URL* below.

8 Choose **OK**.

Changing the Default URL

1 In the Windows Program Manager, choose **Run** from the **File** menu.

2 Type the path to your WPIP.INI file in the Command Line text box, then choose **OK**. For example, if you did a standard installation of Internet Publisher, the directory path should be \OFFICE\WPIP\WPIP.INI.

or

Choose **Browse**, select the WPIP.INI file using the directory, drive, or file lists, then choose **OK** twice.

3 Under Main, locate the line that begins with "DefaultURL."

4 Select the entire URL address that appears *after* the equals sign (=).

Selected URL address ——

```
                    Notepad - WPIP.INI
 File  Edit  Search  Help
[Main]
Browser=Netscape
Launcher=c:\office\wpip\wpbrlnch.exe
Converter=c:\office\wpip\wphtml.exe
DefaultURL=http://www.novell.com/
Help=c:\office\wpip\wpiphelp.evy
ViewerLauncher=c:\office\wpip\wpvwlnch.exe
Preview=Yes

[Netscape]
Type=Browser
Launch=DLL
DLLPath=c:\office\wpip\wpnslnch.dll
EXEPath=c:\netscape\netscape.exe
```

5 Type the new default URL address.

6 Choose **Exit** from the **File** menu, then choose **Yes** to save the change.

Linking an Inline Graphics Image to Another HTML Document

You can turn an inline graphics image into a "button" that a reader can click to jump to another page.

1 Place the insertion point where you want the linked image to appear, then click ▦ on the Toolbar.

2 In the Text of URL text box, type the URL address of the page your reader will jump to from your document, then choose **OK**.

You can change the default URL that appears in the Text of URL text box by editing the WPIP.INI file in Windows Notepad. See *Changing the Default URL* earlier in this document.

3 Click ◈ on the Toolbar, then specify the filename of the graphics image. Make sure your graphics file is located in the same directory as your exported HTML document.

4 Select an image alignment option.

For a description of each alignment type, in Netscape select **How to Create Web Services** from the **Help** menu. Click on **Extensions to HTML** under the **Authoring Documents** heading, then scroll down to the <IMG> list.

5   Type a brief description of the graphics image in the Alternate Textual Name text box. If your reader's browser is unable to display graphics images, this text will be used in place of the image.

The **Ismap** option should only be selected when you want to identify an image as an image map. An image map is a single graphics image that contains two or more different jumps or links. Selecting this option also requires software development on the HTTP Web server you are using. Please refer to your server documentation for more information.

6   If you want, specify the height and width (in pixels) of the graphics image in the Width and Height text boxes. This option is useful if you want to speed the display of the page in the browser. When the height and width are specified, the reader's browser does not need to wait for the graphics image to be loaded and its size to be calculated.

7   When you are finished, choose **OK**.

Editing a URL Address of an Image
To edit the URL address of the linked "image" in your working document,

1   Move the insertion point to the immediate left of the placeholder graphic (do not select the graphic), then choose **Hypertext Link** from the **HTML** menu.

Editing the Placement of an Image
To edit the placement of an image,

1   Select the placeholder graphic, then choose **Graphic** from the **HTML** menu.

Linking an Inline Graphics Image to an External Graphics Image	Sometimes the use of a large inline graphics image can take a while to display in your reader's browser. One way to avoid this is by linking a miniature version or "thumbnail" of a graphics image in your working document to the full-size version in another document.

The thumbnail simply gives your reader a small, fast display of the image. The reader can then decide if they want to click it to view the full-size version.

1   Place the insertion point where you want the linked image to appear, then click 🖼 on the Toolbar.

2   In the Text of URL text box, type the URL address of the second HTML document (which contains the full-size image) your reader will jump to from your document, then choose **OK**.

Generally, it is best to have the second working document that contains the full-size image stored in a sub-directory of your primary working document.

3   Click ◈ on the Toolbar, then specify the filename of the graphics image. Make sure your graphics file is located in the same directory as your exported HTML document.

4   Specify the width and height (in pixels) of the graphics image in the Width and Height text boxes.

The pixel dimension you decide on should reduce your image to about the size of a postage stamp or slightly larger.

5   Choose **OK**.

Editing a URL Address of an Image

To edit the URL address of the linked "image" in your working document,

1 Move the insertion point to the immediate left of the placeholder graphic (do not select the graphic), then choose **Hypertext Link** from the **HTML** menu.

Editing the Placement of an Image

To edit the placement of an image,

1 Select the placeholder graphic, then choose **Graphic** from the **HTML** menu.

Where to Go to Learn More

For information on publishing your document, please see *Appendix B: Publishing Your Document on the WWW.*

To learn about Netscape menu items,

1 In Netscape, choose **Handbook** from the **Help** menu, then click **Menu items** in the Reference section (you may need to scroll down to see Menu items).

For a Netscape tutorial,

1 In Netscape, choose **Handbook** from the **Help** menu, then click on **Learn Netscape** in the Tutorial section (you may need to scroll down to see Learn Netscape).

To learn more about the Internet,

1 In Netscape, choose **About the Internet** from the **Directory** menu.

To learn about Internet jargon and acronyms,

1 In Netscape, type **http://curia.ucc.ie/info/net/acronyms/acro.html** in the Location text box, then press **Enter**.

Appendix

Appendix A: Supported Characters and Symbols

The following information describes the international characters that are supported in the HTML 2.0 specification and in Netscape. The typographic symbols listed below the international character list are supported in Netscape only. For further information on adding these characters to your document, see *Adding Characters and Symbols* under *Advanced Internet Publisher Tasks*.

If you want to use multinational or typographic characters within the Literal HTML style, you can either insert the desired character from the WordPerfect Characters dialog box, or you can type the character's *entity reference* as listed below. For more information on using the Literal HTML style, see *Adding HTML Tags Directly to a Working Document* under *Advanced Internet Publisher Tasks*.

Multinational Character Set	Character	WP Character Number	Entity Reference	Description
	ß	1,23	ß	Lowercase sharp s, German
	Á	1,26	Á	Uppercase A, acute accent
	á	1,27	á	Lowercase a, acute accent
	Â	1,28	Â	Uppercase A, circumflex accent
	â	1,29	â	Lowercase a, circumflex accent
	Ä	1,30	Ä	Uppercase A, umlaut mark
	ä	1,31	ä	Lowercase a, umlaut mark
	À	1,32	À	Uppercase A, grave accent
	à	1,33	à	Lowercase a, grave accent
	Å	1,34	Å	Uppercase A, ring above
	å	1,35	å	Lowercase A, ring above
	Æ	1,36	Æ	Uppercase AE, ligature
	æ	1,37	æ	Lowercase ae, ligature
	Ç	1,38	Ç	Uppercase C, cedilla
	ç	1,39	ç	Lowercase c, cedilla
	É	1,40	É	Uppercase E, acute accent
	é	1,41	é	Lowercase e, acute accent
	Ê	1,42	Ê	Uppercase E, circumflex accent
	ê	1,43	ê	Lowercase e, circumflex accent
	Ë	1,44	Ë	Uppercase E, umlaut mark
	ë	1,45	ë	Lowercase e, umlaut mark
	È	1,46	È	Uppercase E, grave accent
	è	1,47	è	Lowercase e, grave accent
	Í	1,48	Í	Uppercase I, acute accent
	í	1,49	í	Lowercase i, acute accent
	Î	1,50	Î	Uppercase I, circumflex accent
	î	1,51	î	Lowercase i, circumflex accent
	Ï	1,52	Ï	Uppercase I, umlaut mark
	ï	1,53	ï	Lowercase i, umlaut mark
	Ì	1,54	Ì	Uppercase I, grave accent
	ì	1,55	ì	Lowercase i, grave accent
	Ñ	1,56	Ñ	Uppercase N, tilde
	ñ	1,57	ñ	Lowercase n, tilde
	Ó	1,58	Ó	Uppercase O, acute accent
	ó	1,59	ó	Lowercase o, acute accent
	Ô	1,60	Ô	Uppercase O, circumflex accent
	ô	1,61	ô	Lowercase o, circumflex accent
	Ö	1,62	Ö	Uppercase O, umlaut mark
	ö	1,63	ö	Lowercase o, umlaut mark
	Ò	1,64	Ò	Uppercase O, grave accent
	ò	1,65	ò	Lowercase o, grave accent
	Ú	1,66	Ú	Uppercase U, acute accent
	ú	1,67	ú	Lowercase u, acute accent
	Û	1,68	Û	Uppercase U, circumflex accent

Character	WP Character Number	Entity Reference	Description
û	1,69	û	Lowercase u, circumflex accent
Ü	1,70	Ü	Uppercase U, umlaut mark
ü	1,71	ü	Lowercase u, umlaut mark
Ù	1,72	Ù	Uppercase U, grave accent
ù	1,73	ù	Lowercase u, grave accent
ÿ	1,75	ÿ	Lowercase y, umlaut mark
Ã	1,76	Ã	Uppercase A, tilde
ã	1,77	ã	Lowercase a, tilde
Ø	1,80	Ø	Uppercase O, slash
ø	1,81	ø	Lowercase o, slash
Õ	1,82	Õ	Uppercase O, tilde
õ	1,83	õ	Lowercase o, tilde
Ý	1,84	Ý	Uppercase Y, acute accent
ý	1,85	ý	Lowercase y, acute accent
Ð	1,86	Ð	Uppercase Eth, Icelandic
ð	1,87	ð	Lowercase eth, Icelandic
Þ	1,88	Þ	Uppercase THORN, Icelandic
þ	1,89	þ	Lowercase thorn, Icelandic

Typographic Symbols Character Set

The entity references are specific to Netscape.

Character	WP Character Number	Entity Reference	Description
©	4,23	©	Copyright sign
®	4,22	®	Registered sign

Appendix B: Publishing Your HTML Document on the WWW

HTML documents can be created with WordPerfect Internet Publisher and previewed with Netscape. However, to publish them so that others can read them on the Internet, you must use a WWW server, also known as an HTTP (HyperText Transport Protocol) server. HTTP servers are available for many platforms, including varieties of UNIX, Apple Macintosh, and Windows.

An HTTP server must be a machine with an Internet domain name, such as www.novell.com. The domain name of the server is part of the address of documents on that server. Generally, the documents on an HTTP server are located in a subdirectory of the file system, often called the "document root" directory. All documents in the document root directory and any of its subdirectories can be retrieved from the HTTP server and displayed by a browser such as Netscape Navigator.

A document is published on an HTTP server by placing it in the document root directory or one of its subdirectories. This process depends on the operating system of the server. For example, if the server uses the UNIX operating system, you will typically have to use a file transfer program such as ftp to copy the HTML documents from your computer to the UNIX machine. In any case, you will need to get specific instructions on publishing from the administrator of the HTTP server.

You also may want to ask your system administrator how to limit access to any confidential documents. Many HTTP servers provide ways to limit document access only to those who have passwords for those documents.

Document Addressing	Once your document has been placed on the server, you need to let readers know how to find it. The simplest way to do this is to include a hyperlink to it from another document. The hyperlink is in the form of an address called a World Wide Web Uniform Resource Locator, or URL, which points to your document. There are many varieties of URLs (this appendix, however, will only address a type that is adequate for simple electronic publishing). An example of a full or "fully qualified" URL address is the following:

http://www.mycompany.com/somedir/mydoc.html

In the example above, the syntax **http:** is the name of the protocol (in this case, HTTP) used to transmit requests from the browser to the server, and to return the document from the server to the browser.

The syntax //**www.mycompany.com** is the Internet domain name of the HTTP server. Double slashes always precede an Internet domain name. The syntax /**somedir**/**mydoc.html** is the location to the desired document from the document root of the server.

The document root is usually not the actual root of the file system. In other words, /somedir/mydoc.html is not the full pathname of the document within the server's file system. Rather, the full pathname would be the document path linked to the end of the document root path. For example, if the document root were /usr/local/www and the document location were /somedir/mydoc.html, then the full pathname of the document would be /usr/local/www/somedir/mydoc.html in the server's file system.

While you need to know this full path name when placing your own documents on a server, you should only use the last part of the URL path when creating links to your document.

Using Different Types of URLs	Since there is no standard terminology for describing the different types of URLs, the terms Type I, Type II, and Type III will be used, as in the following examples:

Type	URL
I	http://www.site.com/line/prod1/doc1.html, http://www.novell.com
II	/line/prod2/part1/doc.html, /401k/intro.html
III	../part2/doc1.html, doc2.html

Knowing how and when to use these different types of URLs is important because it has an impact on how difficult it is to maintain the documents on the server. Hyperlinks that contain a URL have a tendency to be "fragile." That is, some kinds of changes to a collection of documents on a server can cause some hyperlinks to "break."

A hyperlink breaks when the URL points to a document that no longer exists. For example, if you have a document that is using a Type I URL, such as http://www.site.com/line/prod1/doc1.html, and you change the name of the document from doc1.html to intro.html, then all hyperlinks that refer to the document by its old name will break. If a reader clicks on the broken hyperlink, an error message displays. Selecting the right kind of URL for different situations will help reduce such problems and will also help you easily maintain your collection of documents on the server.

One concept that may help you choose the right kind of URL is that of a "collection" of documents. A "collection" in this sense, is a set of related documents that are maintained together as a unit. Several different collections of documents could exist on the same server. For example, if a server has documents for several different departments on it, then each department's documents make up a separate collection.

When to Use a Type I URL
Always use a Type I URL when referring to a document on another server because it is the only kind of URL that provides a place for the name of the other server. This is the only scenario in which a Type I URL should be used. If you use a Type I URL in a document on

a server to refer to another document on the same server, and the name of the server changes, then the hyperlink will break.

When to Use a Type II URL

Type II URLs do not begin with http: and the name of the server, but they do begin with a single forward slash (/). The single forward slash tells the browser that the path to the referenced document begins at the document root of the same server that the current document came from.

Type II URLs should be used when referring to documents on the same server, but in a different collection. For example, suppose you are writing a document about policies and procedures for the purchasing department and you need to refer to a document that is maintained by the accounting department. Both documents are on the business department server. In this case, you would use a Type II URL, since you are referring to a document in a different collection. Using a Type II URL means that you will not need to revise the hyperlink, even if you reorganize your collection of documents.

Type II URLs are often used to refer to graphics images that are stored in a separate directory. For example, if you have a graphic file, logo.gif, that contains your company logo, you could place it in a subdirectory of the document root called "images". You could then refer to the logo as /images/logo.gif from any document in any collection on the entire server.

When to Use a Type III URL

Type III URLs always begin with the name of a file, the name of a directory, or two dots (..).

Use a Type III URL when you want to refer to other documents in the same collection. Using Type III URLs reduces the necessity to edit hyperlinks when a document collection is reorganized. As long as a set of documents are moved together, any hyperlinks among them will not have to be edited.

Type III URLs are "relative," meaning that the document referred to by the URL is found by following a path from the directory of the current document. Each component of the URL is a step in the path from the current directory to the referenced document.

For example, suppose you are editing the document http://www.site.com/line/prod1/doc1.html, and you want to refer to the document doc2.html in the same directory. You could use a Type II URL, and refer to it as /line/prod1/doc2.html. However, if you had to put all of the "line" documents in a new subdirectory to make room for another collection of documents on the same server (for example, http://www.site.com/line/prod1/doc2.html would become http://www.site.com/marketing/line/prod1/doc2.html), then the link would break. If you use the Type III URL doc2.html instead, then this type of change would have no impact on the hyperlink.

Two dots (..) are used to refer to a directory that is one level higher in the directory tree. For example, to refer to http://www.site.com/line/prod2/intro.html from http://www.site.com/line/prod1/doc1.html, use the Type III URL ../prod2/intro.html.

It is quite common to have a file which serves as an index to documents which are in separate subdirectories. Let's say that you are creating such an index file to three documents: file1.htm, file2.htm, and file3.htm, each in their own subdirectory dir1, dir2, and dir3 respectively. In this case, you would want your three URLs to read as follows:

```
dir1/file1.htm
dir2/file2.htm
dir3/file3.htm
```

Additional Publishing Information for HTML Documents

Always use forward slashes (/) in URLs, and never backslashes (\). Backslashes are used in DOS and Windows filenames.

URLs may be case sensitive, depending on the operating system used on the server. UNIX servers, in particular, are typically case sensitive, so http://www.site.com/line/prod1/doc1.html and http://www.site.com/line/Prod1/DOC1.html are not the same. It is often most convenient in

the long run to keep file and directory names in all lower case. In some cases this makes it easier to transfer documents between the server and your computer, and it is often easier on those who read the documents later.

If you make sure that the server you use recognizes document filenames that end in the .HTM extension, it will be much easier to maintain HTML documents created with Internet Publisher. By default, many servers recognize documents with the .HTML extension as HTML documents. However, since Internet Publisher only permits three character extensions, the .HTM extension is used. When a document, such as mydoc.htm, is placed on a server, you can then rename it to mydoc.html if you prefer. However, it is much simpler if the server simply recognizes that mydoc.htm as an HTML file. This, however, depends on the particular server. Some servers use a file called mime.types in the configuration directory to control the mapping between file extensions and document types. For example, you would edit the line:

text/html

to read

text/html htm

You may want to discuss this issue with the system administrator of your HTTP server.

Publishing WordPerfect and Envoy Documents

In order to publish Envoy documents on your HTTP server, you need to make sure that there is an entry for the Envoy document type in the document type configuration file. As described earlier, this configuration file is often called mime.types. Specifically, you must ensure that the server knows that files that end in the extension ".evy" are of type "application/envoy". The configuration file may need a line that is similar to the following:

application/envoy evy

Once the server properly recognizes Envoy documents, those files can be published simply by placing them on the server. There is no need to perform any conversion of any type on them.

When the WordPerfect viewer is available, WordPerfect documents can be published in the same way, provided a WordPerfect entry is made in the server's type table. The entry may appear as the following:

application/wordperfect wpd

You can substitute some other extension for .WPD if you do not use .WPD as the extension for WordPerfect files. Depending on the server, you may also be able to register several extensions for WordPerfect files. Remember that most servers recognize document types by extension only, so all WordPerfect documents will have to end in one of the default WordPerfect extensions.

Some servers may have an entry for the type application/wordperfect5.1. These entries are best ignored since, at this time, no viewers for WordPerfect 5.1 are available in a form that can be integrated with a WWW browser such as Netscape.

Appendix C: Novell Technical Services

WordPerfect Internet Publisher is a free add-on to WordPerfect 6.1 for Windows. Technical support options for the components of Internet Publisher are as follows:

Netscape Navigator

Help documents for Netscape Navigator are available from Netscape's Help menu. Additional help is available from Novell's Internet Publisher Home Page at **http://wp.novell.com/elecpub/intpub.htm**.

Fee-based support for Netscape Navigator is available from Netscape Communications Corporation by choosing **How to Get Support** from the **Help** menu in Netscape. Novell does not provide call-in support for the Netscape Navigator component of WordPerfect Internet Publisher.

WordPerfect HTML Template

If you are in the United States, U.S. Territories, or Canada and you need assistance beyond what the online Help can provide, you can call either of the Priority Service numbers listed below for personalized help with the WordPerfect HTML template.

- (900) 555-6040 $2.00 per minute (first minute is free)
- (800) 861-2445 $25.00 per incident

Support engineers are available every day, 24 hours, including U.S. holidays. WordPerfect Internet Publisher support policies are subject to change without prior notice.

Envoy Distributable Viewer

If you are in the United States, U.S. Territories, or Canada and you need assistance beyond what online Help can provide, you can call either of the Priority Service numbers listed below for personalized help with the Envoy Distributable Viewer.

- (900) 555-7373 $2.00 per minute (first minute is free)
- (800) 861-2720 $25 per incident

Support engineers are available every day, 24 hours, including U.S. holidays.

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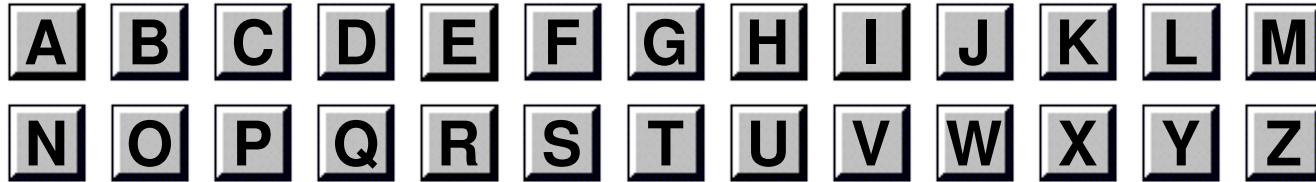
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Using ENVOY

NAVIGATING

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Go to last page (you are on the last page now)

Go to next page

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SEARCH

F3   Find Next
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ONLINE HELP

A complete Help system with detailed information is just waiting for you to explore!

It includes the following sections:

Contents: How Do I...   Search
           Additional Help   Using Help

BLUE TEXT

Click blue text to go to a new location in the document.